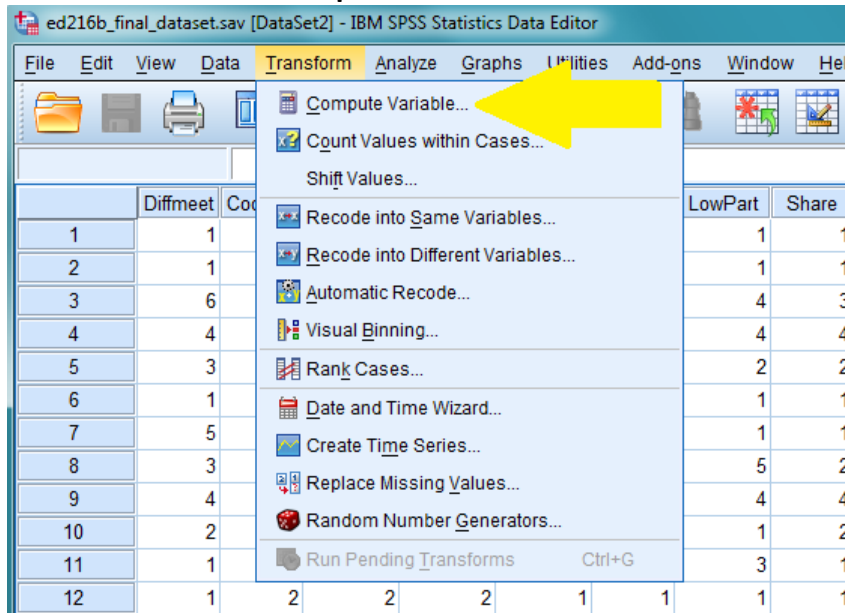
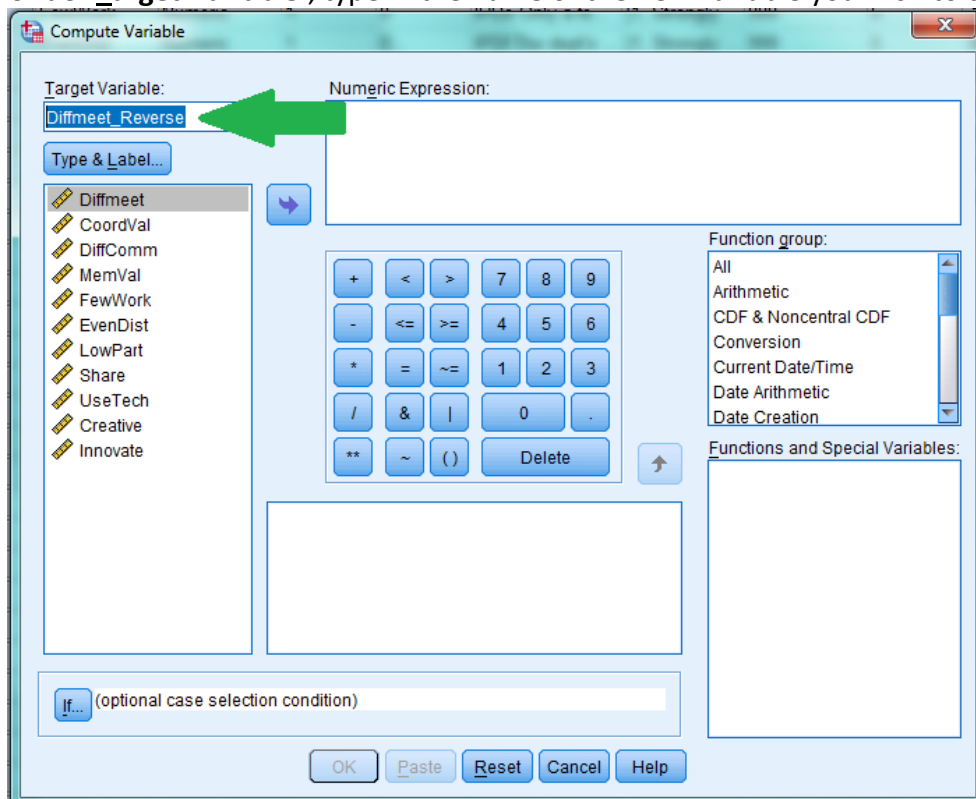


Computing New Variables (And Changing Existing Variables)

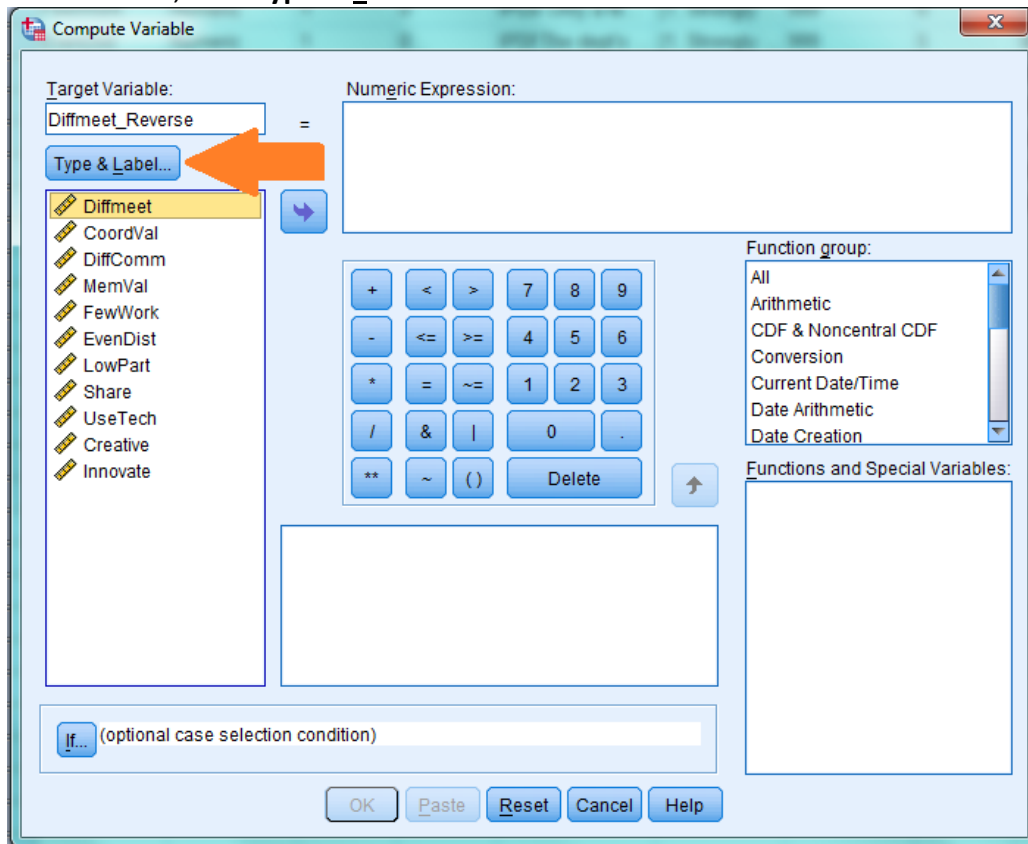
1. Select **Transform** → **Compute Variable...**



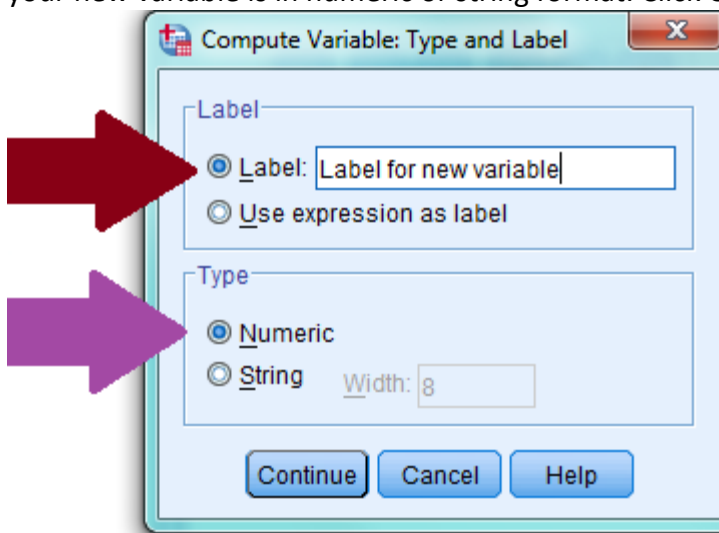
2. Under **Target Variable**, type in the name of the new variable you wish to compute.






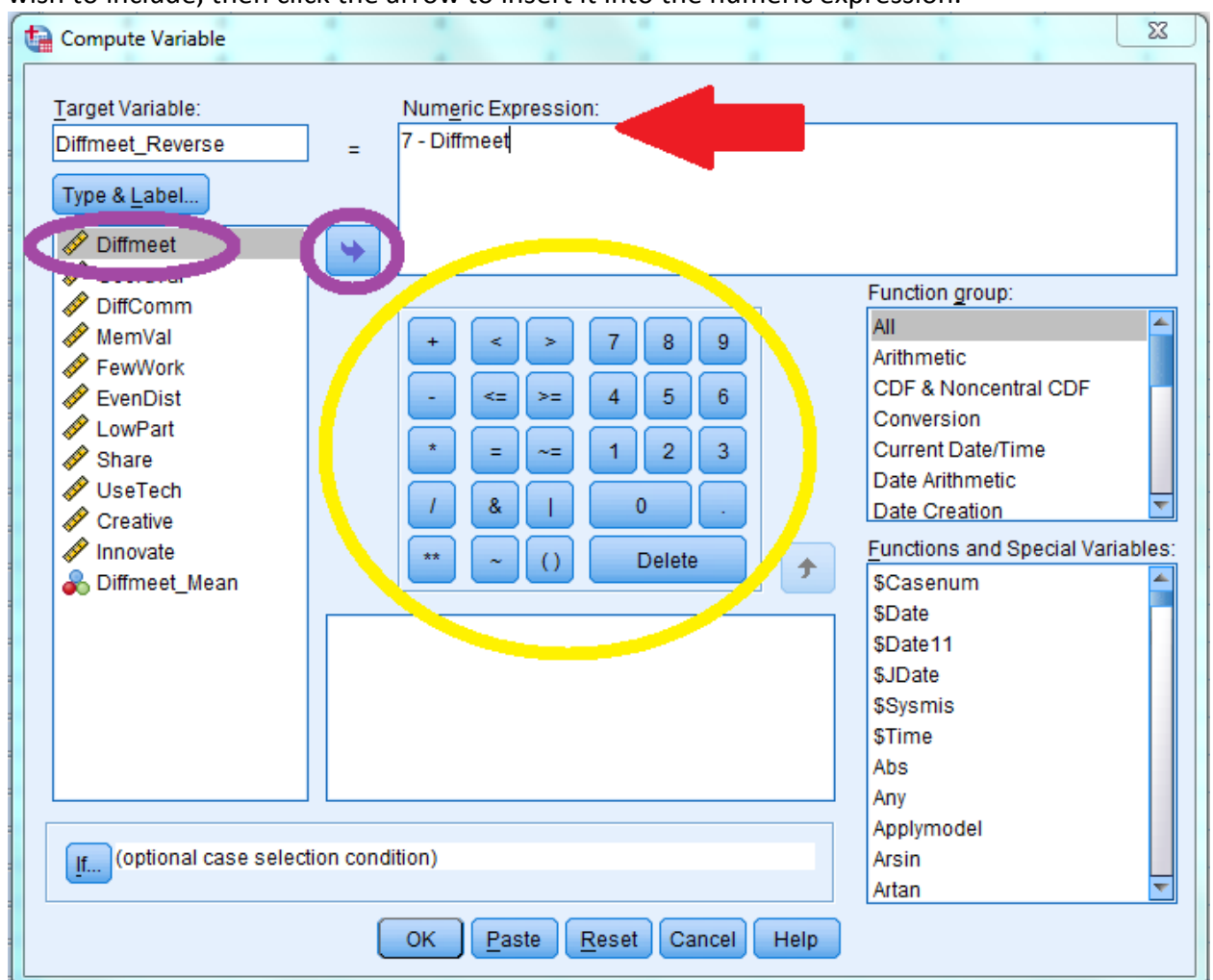
3. To identify the data format (i.e., numeric or string) and the variable description of the new variable, click **Type & Label...**



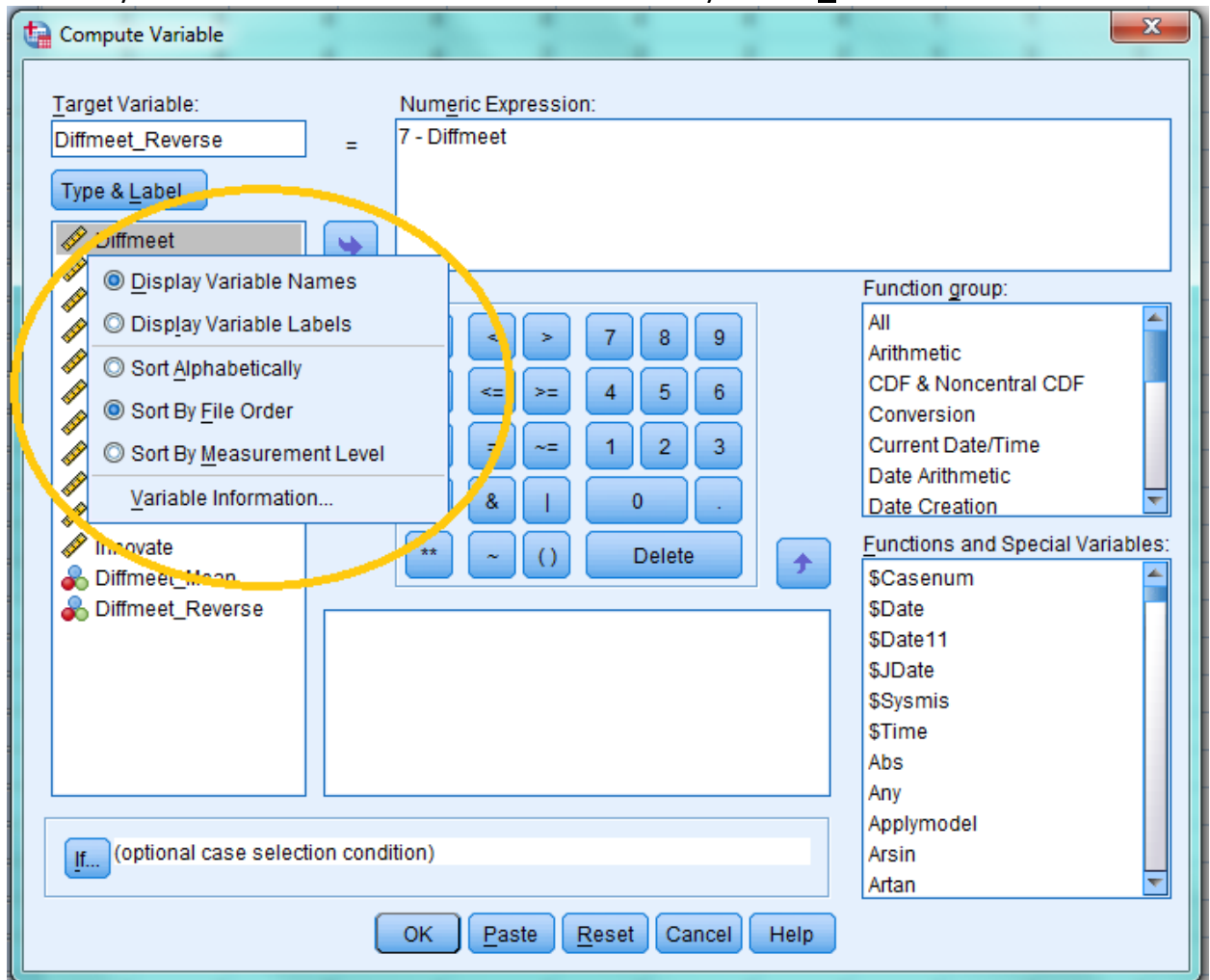
A window called **Compute Variable: Type and Label** will appear. ➡ Here you can label your new variable with an appropriate description. ➡ Here you can identify whether your new variable is in numeric or string format. Click **Continue**.



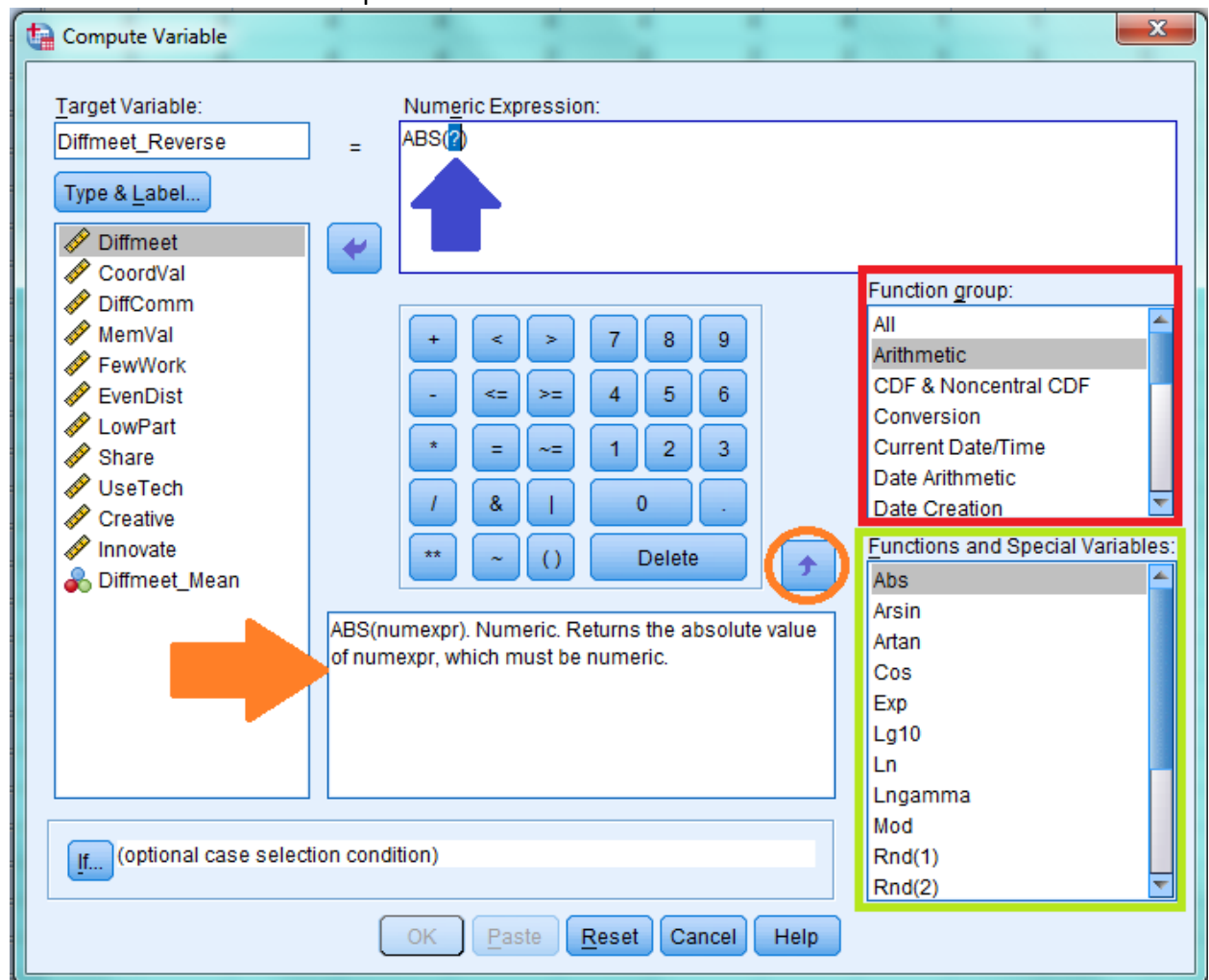
4. Under **Numeric Expression:**,  you will make the desired computation for the new variable. For example, if you wished to reverse score your current variable *Diffmeet*, you would subtract each value of *Diffmeet* from 7 such that scores of 1's will become 6's, 2's will become 5's, and so on. Thus the expression would be: **7 – Diffmeet** (Note. This is not the only way to reverse score a variable. This is just one way you can do it). You can type in the computation or  point and click the desired operations and numerical values. In addition, if you are using a current variable in the computation (e.g., *Diffmeet*), you can type in the variable name in the numeric expression or  click the variable you wish to include, then click the arrow to insert it into the numeric expression.



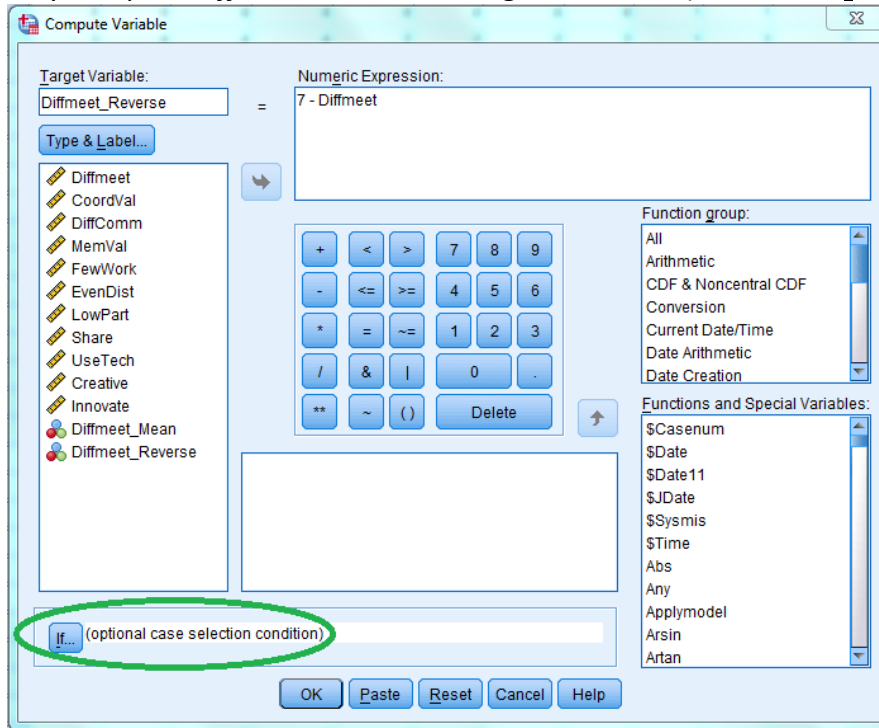
Note. If you right click on a variable in the current variables list, a window will appear such that you will be able to change the display and order of the variables in the list. In addition you can view information about the variable if you click **Variable Information...**



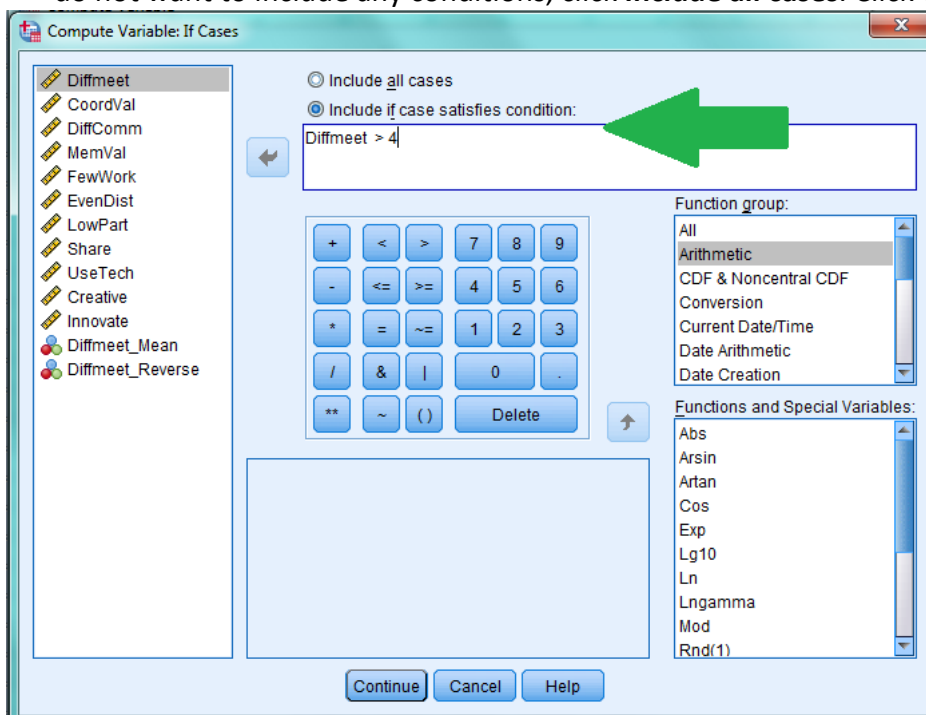
Under **Function group:** and **Functions and Special Variables:**, you can utilize a multitude of different functions (e.g., mean, absolute value, random value) to compute the new variable. Here you can select the type of function you wish to use. After selecting the type of function, choose a specific function. The following box will show the expression to use the function and explain the function in detail. You can either type in the expression in the **Numeric Expression:** box or click the up arrow to insert the expression into the **Numeric Expression:** box. You will need to enter the according value, variable, numerical expression, etc. between the parentheses (). The conditions will be explained in the box below.



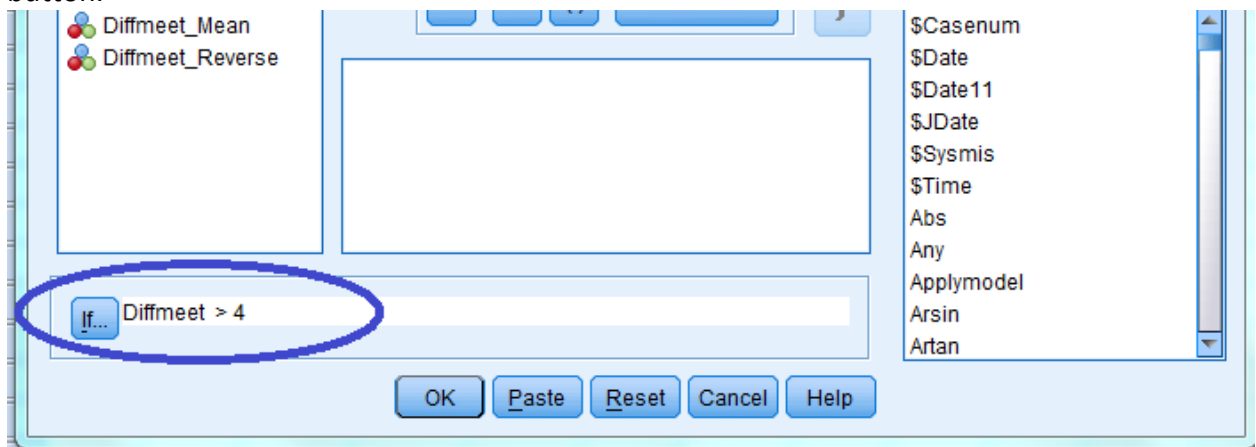
5. If you wish to include certain conditions on the computation of the new variable (e.g., only compute *Diffmeet* cases that are greater than 4), click **If...**



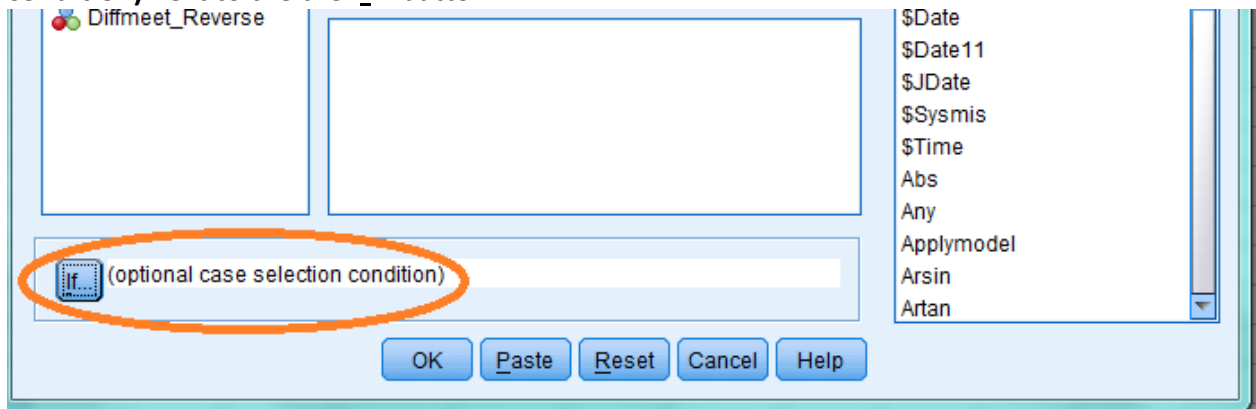
A new window called **Compute Variable: If Cases** will appear. If you wish to include a specific condition, click **Include if case satisfies condition:**. Enter the condition you wish to apply. (In this example, only *Diffmeet* values greater than 4 will be computed.) If you do not want to include any conditions, click **Include all cases**. Click **Continue**.




6. If you included a certain condition, the condition will appear next to the **If...** button.

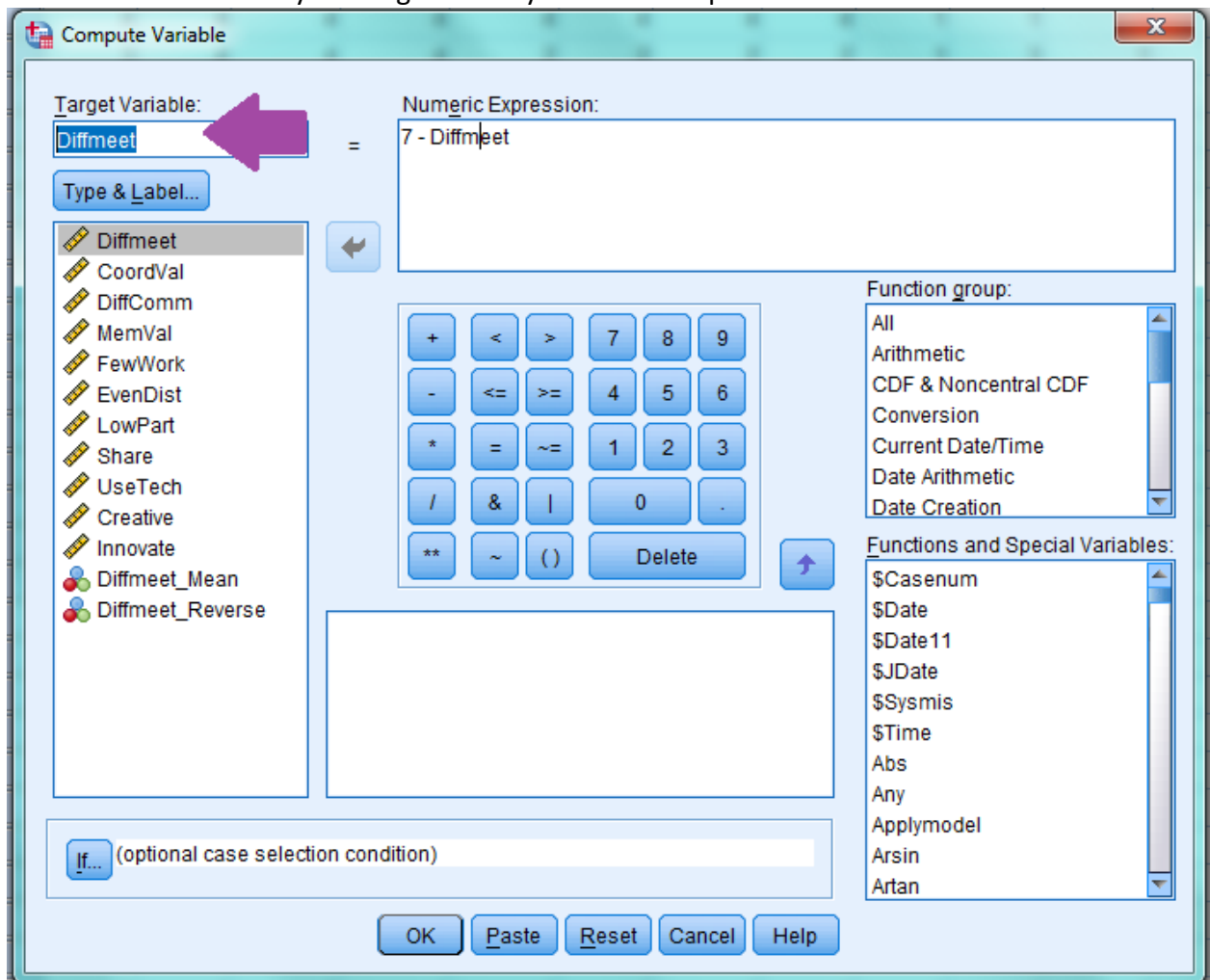


- If you did not include a certain condition, it will state **(optional case selection condition)** next to the the **If...** button.



7. Click **OK** to compute the new variable. The new variable will appear at the end of the dataset. If you wish to paste the syntax for the computation of the new variable click **Paste** and the syntax will appear in the Syntax Editor window.

8. If you wished to change an existing variable, the steps are exactly the same except in the **Target Variable:** box,  instead of entering a new variable name, you would enter the name of the already existing variable you want to replace.



9. After entering the numeric expression to compute the variable and clicking **OK** or **Paste**, a window will appear asking you to confirm that you wish to change the existing variable. Click **OK** if you wish to continue with this variable change. The variable will remain in the same location in the dataset.

